

ADMINISTRATIVE - INTERNAL USE ONLY

28 August 1973

MEMORANDUM FOR:

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SUBJECT : Third Meeting of RMO Conference  
Planning Committee

REFERENCE : Memo on Second Meeting of RMOCP, dated  
17 August 1973

1. Amendments to reference as follows:

A. Theme: Records Management: One Agency -  
One Philosophy.

B. Format: As decided at previous meeting

C. Subjects of General Interest:

- Keynote Speaker - Mr. Colby. Mr.  
Colby will talk to us in the Auditorium on 9 October  
from 1400 to 1445. The presentation will be filmed  
(the film will then be available for the one-day  
Records Management training courses, Midcareer Course,  
CT Course, etc).

- "Opening" Speech - Mr. Brownman  
- Historical Staff presentation - OK  
- SIPS - OK  
- Human Behavior in Job Relations. Films  
are now being screened. A status report will be  
made at the meeting on Wednesday.

- Career Concept for Records Management  
Officers in the DDO. [ ] has agreed  
to cover this subject.

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- General talk on Records Management -

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- Microfilm Briefing. There is still some question as to whether a separate briefing on microfilm is desired. [ ] and [ ] have been invited to attend our next meeting to resolve this.

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- State of the Arts: - [ ]  
As stated in the reference with the following elaborations:

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-What are the roles of the members of the Records Administration Branch? In the past we have looked to them for expert help and guidance, specifically, to Rita on all Records Control Schedules; to Gerry (now Chuck) on filing equipment; to Hazel on forms; to Sully on Retention Plans and Archives; etc. Are they still the "specialists" on these subjects and are they still available to work with us?

-Classification-Declassification. One problem is the enforcement and standardization of classification rules. This is a nebulous area and many offices are doing it differently. Clarify.

D. Further Suggestions: Those of the second meeting were endorsed. The longer coffee breaks may not be possible, however. This will be resolved at the next meeting.

E. Additional Administrative matters:

- Coffee available at all times. \*  
- Arrange for an experienced recorder to tape the presentations made by Messrs. Brownman, Elder, [ ] \*

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2. The next meeting of the Committee will be on Wednesday, 29 August 1973, 1400-1600 in Room 6F21 Hqs. Hopefully, we will finalize our plans on the following:

- A. The Agenda
- B. A briefing on microfilming in the Agency.
- C. The Chapters of the procedural handbook to be tackled:

Duties and Responsibilities of RMO [ ]  
Records Control Schedules [ ]

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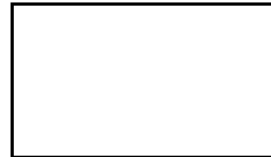
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Records Retirement [redacted]  
Requisitioning of Filing Equipment  
and supplies [redacted]  
Forms [redacted]  
Vital Records [redacted]  
Retention Plans [redacted]  
Archives [redacted]

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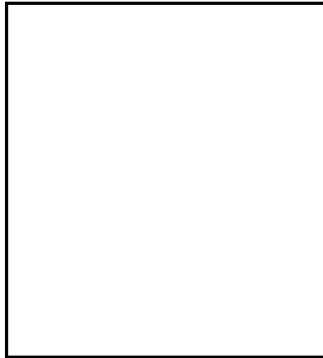
D. Points to be covered by individual speakers.



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Att:  
Proposed Agenda

Distribution:



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